



**PEACE CORPS SIERRA LEONE**

**Freetown, Sierra Leone**

**Phone: 232.78.200.900**

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## **VACANCY ANNOUNCEMENT**

**POSITION: Mechanic/Driver**

**CLOSING DATE: September 9, 2012**

**LOCATION: Freetown, Sierra Leone**

### **GENERAL DESCRIPTION/STATEMENT OF WORK (SOW)**

The Mechanic/Driver is responsible for the upkeep and maintenance of all Peace Corps (PC) vehicles and generators. Using official PC vehicles, the Mechanic/Driver also transports official cargo, PC staff, the eligible family members of US direct-hire (USDH) employees, Volunteers and Trainees (V/Ts), and other personnel conducting official PC business.

#### **Mechanic**

- Examines complaints of vehicle and generators as reported by drivers/PC Staff or based on Vehicle Maintenance Repair Work Orders. Performs diagnostic tests to determine nature and extent of repair work necessary. Performs major and minor repair on electronically controlled vehicles. Identify and fix electrical faults on electronic fuel injection, electronic ignition, anti-lock brake system, automotive transmission and auto air conditioning. Installs, maintains, identify faults and repairs electrical wiring, gauges, alternators, lighting system, starter motors and computer-based equipment in motor vehicles. Repairs or replace faulty fuses, lamps and switches. May be required to solder or weld electrical parts as necessary. Uses all typical tools and equipment of the trade, including testing analysis equipment, specialized electrical tools, instruments and machines including drills, riveting tool and grinder.
- Performs major and minor overhauls and repair work to generators, engines, transmissions, brake systems, springs, shock absorbers, steering mechanisms, fuel and hydraulic systems, wheel assemblies, and other vehicle components. Repair automatic transmissions and manual transmissions, servicing the brake mechanism, clutch, carburetor, ignition and other aspects of the services.
- Develops and adheres to preventive maintenance schedules for all vehicles and generators. Performs routine maintenance service on vehicles and generators. Adjusts or replaces malfunctioning or defective parts as appropriate. Repairs machine parts, using engine lathe or other metal working power tools.
- For those generator and vehicle maintenance and repair jobs for which the PC does not have the appropriate tools, transports vehicles to local shops and oversees vehicle repair and security. Escorts, works with, and monitors performance standards of outsource automotive or generator technician as needed.
- Assists the General Services Manager in the identification and procurement of vehicle parts and supplies, and identifies qualified outside vehicle repair shops.
- Keeps working area in a clean and neat condition and observe all safety rules to avoid fire/accident. Maintains control of assigned tools and will account for them while working for Peace Corps.

- Checks on the operation of residential and office generators. Performs preventive maintenance and performs major and minor overhauls and repair work.

### **Driver**

- Must always be in possession of a valid Sierra Leone driving license.
- Must have a comprehensive knowledge of and adhere to all current Sierra Leone laws regarding the operation of motor vehicles and the specific requirements related to vehicles carrying diplomatic license plates.
- Provides safe and courteous transport for staff, V/Ts and other personnel conducting official PC business.
- Transports V/Ts and their belongings to and from their sites, including training sites, for official purposes. Transports V/Ts as requested by the Medical Unit. Drives V/Ts to and from the airport while on official travel.
- Serves as Duty Driver, both at the office and up-country during training activities, when scheduled. Duty Drivers are normally schedule on a rotational basis. Provides vehicle support during emergency situations.
- Picks up/delivers mail, faxes, documents, and packages to/from post office, the US Embassy, customs office and other designated sites as scheduled or needed. Facilitates customs clearance for mail, packages or other items. Sorts and distributes mail in the PC office. Transports supplies, equipment, materials, mail, and other communications between PC facilities and to support PC official business and events.
- Assures that vehicles are operated in accordance with PC, Embassy and other USG guidelines, and manufacturer specifications.
- Maintains the daily vehicle logs.
- Facilitates the monthly V/T mail run.
- Escorts utility service personnel, garbage collectors, repairmen and others on official business at PC facilities and residences.
- Picks up and delivers medical specimens, test results, medical supplies, equipment and medications as requested by the medical Unit.
- Performs various errands, including pick-up and delivery of pro-forma invoices and price quotations, procured supplies, check and cash payments for goods and services procured by PC, etc. Responsibilities as an occasional money holder are appended to his statement of work.

### **Level and Effort**

- Normal duties will be performed during a 40-hour work week on a set work schedule as indicated in the contract. Events may require occasional work on evenings, weekends, and/or holidays.

### **Qualifications**

- Education – Two years secondary education is required. Completion of vocational or apprenticeship in an institute recognized as producing journeyman skills, or equivalent experience in Automotive Mechanical Electrical Trade
- Experience – Two years of journeyman level Auto Electrical experience. Some Automotive Mechanical experience also required. Must have experience in 12 and 24 volt system troubleshooting and repair
- Familiarization with post motor vehicle maintenance systems requirements and safety procedures
- Level II English ability (limited knowledge) of written and spoken required
- Knowledge of electrically operated accessories like radios, cassette players, CD players, heating or de-misting equipments, driving lamps, air conditioning, and security systems. Must have excellent knowledge in test instruments and circuit diagrams to determine electrical faults on vehicles.
- A valid driver's license with categories B and D is required. Must have good driving skills in dry and rainy conditions.
- Important to obey all traffic laws and not abuse the diplomatic privileges extended to Peace Corps by the Sierra Leone Government when issuing CD licenses.

**Application Deadline: September 9, 2012**

**To apply:**

Required Documentation for Application

1. Cover letter addressing candidate's qualifications for the position.
2. A current résumé or curriculum vitae.
3. The names and contact information for 3 current references who can attest to work experience and interpersonal skills.

**Please note:**

- ✓ Only individuals selected for an interview will be contacted
- ✓ Interviewees must provide documentation of diplomas, certificates, etc. at the interview
- ✓ All experience, skills, qualifications, and references will be verified
- ✓ Contract is contingent on a security background and medical check

Submit applications to the U.S. Peace Corps at 34 Old Railway Line, Signal Hill, Freetown or send application by email to [SL01-pcjobs@peacecorps.gov](mailto:SL01-pcjobs@peacecorps.gov) no later than September 9, 2012